



Sonopant Dandekar Shikshan Mandali's

**Sonopant Dandekar Arts, V. S. Apte Commerce
& M. H. Mehta Science College, Palghar**

(Best College - University of Mumbai)
(Amongst Top 100 Colleges in India by 'India Today - MDRA Survey 2019')

Date : 02/09/2020

NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Tuesday, 15th September, 2020 at 11:30 am virtually on Zoom platform.** The link for the meeting is to be shared one hour prior to the meeting on whatsapp.

The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. To discuss and prepare the Plan of action for academic session 2020-21
4. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
5. To review and discuss the findings of the gender audit 2019-20
6. To review and discuss upon the E-content delivery mechanism and admission process in wake of COVID 19
7. To decide on the central theme for academic session 2020-21
8. Any other matter with the permission of the chair.

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Prof. Mahesh Deshmukh
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Date : 15/09/2020

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by Mr. Mahesh Deshmukh, IQAC Co-ordinator on **15th September 2020**.

AGENDA 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

AGENDA 2: To review the action taken report of the previous meeting.

The action taken report was read and presented along with the supporting documents by Mr. Mahesh Deshmukh, the IQAC Coordinator, and forwarded to CDC for reference.

AGENDA 3: To discuss and prepare the Plan of action for the academic session 2020-21

In wake of COVID 19 where blackboard teaching had flipped to virtual learning, a Standard Operating Procedure on E-content delivery mechanism prepared by the IQAC was presented in the meeting by the IQAC co-ordinator. The SOP with minute changes was adopted.

The key highlights of Plan of action were –

1. Intense Trainings amongst faculties and students for use of technology and blended learning.
2. Mental Health of all stakeholders was to be prioritized.
3. Use of ERP with admission modules to be first implemented using customized system.
4. Revision from STEM to STEAM Education.
5. Activities to be conducted in line with Student Engagement and Motivation.

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AGENDA 4: To discuss and confirm the academic calendar and tentative schedules of various committee meetings.

The academic calendar in line with University of Arrangement of terms was finalized and to be made available to the various stakeholders for ready reference. The tentative schedules for the meetings were discussed with their inclusion in the individual academic planner of the department.

AGENDA 5: To review and discuss the findings of the gender audit 2019-20

The findings of the gender audit were presented by the member secretary of the CWDC committee and it agreed to conduct activities to ensure gender mainstreaming. It was further decided to conduct sessions for making students aware on policies and programs in this arena.

AGENDA 6: To review and discuss upon the E-content delivery mechanism and admission process in wake of COVID 19.

It was resolved that to ensure learning goes uninterrupted and students are engaged, formative and summative tests should form an integral part of the same. The admission process was decided to be completely online using ERP system.

AGENDA 7: To decide on the central theme for academic session 2020-21.

After the collective decision of all the members, the central theme of, "Choose to Challenge" was approved for steering college activities and magazine. With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh. He urged everyone to follow COVID 19 protocols.

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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken Report
1	Adoption of Academic Calendar	The Academic Calendar was duly approved and adopted.
2	Implementation of ERP system	Bitblue Technology was given contract to install complete ERP system for teaching learning process and secured examination module in wake of COVID 19.
3	Training Modules for Learners and Teachers	<ul style="list-style-type: none">• Virtual Code of Conduct was prepared. Training on Google Classroom and information brochure on how to use google classroom in English and Regional language was prepared and circulated.• Training videos and various infographics were distributed.

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Date : 2/11/ 2020

NOTICE FOR IQAC MEETING

It is hereby informed that, second meeting of Internal Quality Assurance Cell has been organized on **Thursday, 19th November, 2020 at 12:30 p.m. in the Committee Room.** The members are asked to strictly follow **COVID protocols.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting
3. To review the half yearly presentations of various committees and departments.
4. To review infrastructure changes to be accommodated to ensure COVID 19 protocols are followed.
5. To revisit the budget allocations for various activities.
6. Any other matter with the permission of the chair.

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Date : 19/11/2020

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC coordinator on **19th November 2020**.

AGENDA 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

AGENDA 2: To review and discuss the action taken report of the previous meeting


The action taken report of the previous meeting was read and documented along with the supporting documents.

AGENDA 3: To review the half-yearly presentations of various committees and departments.

The member secretaries of various departments and committees delivered half yearly report including the challenges confronted to which IQAC gave its inputs. It was advised to focus on skilling students in line with entrepreneurship and financial literacy.

AGENDA 4: To review infrastructure changes to be accommodated to ensure COVID 19 protocols are followed.

In wake of COVID 19, the college campus was closed however the use of technology increased tremendously and hence IQAC decided to provide laptop facility to extent possible to the teachers. Also, to ensure the examination were to be conducted online and it was decided that IQAC would work closely in connection with examination committee and ensure quality standards in the revised pattern are maintained. The proposal for utilizing the time and bring about necessary structural changes was placed before CDC.


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AGENDA 5: To revisit the budget allocations for various activities.

The budget allocations had exceeded considering continued lockdown. Therefore, after discussion proposal for an additional increase of 10 % for adherence to COVID protocols and community outreach program was to be placed before CDC for final approval. Faculties were also encouraged to undertake research.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken Report
1.	Workshops on Financial Literacy and Entrepreneurship.	<p>A series of activities were undertaken on standalone basis or collaboratively with partnering institutes to name few:</p> <ol style="list-style-type: none">1. Financial Education for Self Help Groups; Nashik Circle2. Community Outreach Program on FE for Women, Palghar3. Financial Literacy Mission with Wx Consultants4. 25 Hours Online Training Programme (National Skill Development Corporation)
2.	ICT Support System	<p>In order to facilitate Effective Online Teaching, a complete Report on Institutionalization of E- Content Development and Delivery Mechanism was prepared and executed. Trainings were imparted not only to teachers, students but also parents and local community.</p>
3.	Increased Budget Allocations	<p>In order to meet COVID -19 protocols, regular sanitation was carried upon, and distribution of masks, food grains, student adoption etc was carried upon, and a separate budget for the same was allocated.</p>

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Date : 04/01/2021

NOTICE FOR IQAC MEETING

It is hereby informed that, third meeting of Internal Quality Assurance Cell has been organized on **Saturday, 16th January, 2021 at 12:30 p.m. in the Auditorium. The members are asked to strictly follow COVID 19 protocols**
The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting
3. To review the feedback of the students on the examination system and virtual teaching and learning system.
4. To revisit the MOU's and also put forth the proposals for signing in the MOU
5. Any other matter with the permission of the chair.

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MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 16th January 2021

Agenda 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

Agenda 2 To review and discuss the action taken report of the previous meeting

The action taken report of the previous meeting was read and documented along with the supporting documents.

Agenda 3: To review the feedback of the students on the examination system and virtual teaching and learning system.

For the first time the examination for the degree college were conducted online using MCQ format. To ensure consistency and reliability, ERP system was installed to which feedback was collected, displayed and shared with the examination team and ERP to initiate necessary actions. Midterm feedback was also collected on teaching and learning system and placed for discussions during the meeting. The IQAC coordinator then conducted departmental head meetings for dissemination of information.

Agenda 4: To revisit the MOU's and also put forth the proposals for signing in the MOU

The activities under existing MOU's were discussed, proposal for signing MOU with Innovate, Intellect, Delhi was discussed, and it was agreed to place it before CDC. It further discussed to approach Lupin for conducting placement drives.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken Report
1.	Online Examination Feedback	<p>Feedback on online examination was undertaken and shared with the ERP partner to ensure necessary changes in the system.</p> <p>Also the system was upgraded wherein the questions were shuffled and randomly picked for each student out of the question bank maintaining weightage.</p> <p>Few questions of feedback are:</p> <ul style="list-style-type: none">• How easy did you find it to obtain information relating to Online exam?• Were your queries relating to the examination resolved on time?• How would you rate your experience on the conduct of an online examination i.e. Software, Staff Co-ordination, Ease of operation etc.
2.	MOU with Innovate, Intellect, Delhi	<p>The proposal was accepted in CDC and accordingly MOU was signed with primary objective of conducting short-term course on Patent Agent & Patent Analyst.</p>

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Date : 17/04/2021

NOTICE FOR IQAC MEETING

In wake of second COVID wave, it is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Tuesday, 27th April, 2021 at 12:30 p.m. using ZOOM platform.** The meeting link will be shared 30 min prior to the meeting.

The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting.
3. Annual Presentations of various committees and departments.
4. To prepare a plan of action and decide on central theme for the next academic session.
5. To review the infrastructure and human resource requirement for the next academic session.
6. Any other matter with the permission of the chair

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MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 27th April 2021

Agenda 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

Agenda 2 To review and discuss the action taken report of the previous meeting


The action taken report of the previous meeting was read and documented along with the supporting documents.

Agenda 3: Annual Presentations of various committees and departments.

Online presentations from various departments to highlight key achievements in short. Departmental reports were asked to be submitted online. Few key achievements are:

1. Research Cell enumerating institution's performance in Avishkar
2. Centre of Excellence and Innovation alongside Entrepreneurship striving on Financial Literacy.
3. Department of Biotechnology and Zoology also presented their works in areas of IPR, Research and Scientific Writings.
4. Extension Wings of the institute also presented their activities conducted and expressed that due to COVID 19 community outreach programs were limited. But awareness campaigns were conducted.
5. To provide the best service to its users (Students, teaching, non-teaching staff, and readers), library organized and clubbed traditional and advanced technologies to provide ICT-based services to students, faculties, and all its users.

Likewise, departments presented their work and reports were documented.

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Agenda 4: To prepare a plan of action and decide on central theme for the next academic session.

Due to COVID 19 the situation was unpredictable however the institute was keen to maintain its quality and at same time develop infrastructure and ensure optimum utilization. Also the feedback from various stakeholders was analyzed and evaluated.

The key points to be considered for next academic session were:


1. CSR: Work in close liaison with Shree Shankara Hindu Mission and strive towards increased collaboration.
2. Digitalization of ERP: It was decided to go for 100% digitalization of ERP module.
3. Central Theme: The central theme for the academic session was COVID 19 awareness and Capacity Building Programs for Students and Teachers.

Further blended mode of learning and OER to form an integral part. The detailed plan for action was to be placed before CDC for final approval.

Agenda 5: To review the infrastructure and human resource requirement for the next academic session.

The infrastructure requirements were gauged, wherein it was decided to renovate Mahavir Bhavan and Sports complex. Also, regular upkeep and maintenance was required. The IQAC also placed a proposal for appointment of additional teaching staff. The proposal was accepted in IQAC and forwarded to CDC for final approval.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.


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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken Report
1.	Infrastructure requirements	Investment in smart technology and purchase of computers and projectors was carried out in phased manner considering COVID 19 protocols.
2.	Human Resource requirements	The CDC had accepted the proposal and 3 new additional teaching staff was appointed.

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